#### MEETING SPACE RISK ASSESSMENT CHECK LIST

It is recommended that this assessment on the Company meeting space be undertaken annually.

Assessment forms are also available for activities and events.

### Getting to Your Company Meeting Space

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| **Situation** | **Observations** | **Actions taken** |
| 1. Is the entrance well lit? |  |  |
| 2. Are the paths and footways even? |  |  |
| 3. Are children and young people  dropped off by car? Is this a hazard  to others coming to BB? |  |  |
| 4. Do people have to cut across a car park to reach the hall? |  |  |
| 5. Is there a need to cross a dangerous road to get to the hall? |  |  |
| 6. Do people have to pass dangerous fences (e.g. barbed wire?) |  |  |
| 7. Do people have to go down an alleyway to enter the hall? |  |  |
| 8. Do anti-social groups or individuals gather round or near the entrance? |  |  |

**The Premises**

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| **Situation** | **Observations** | **Actions taken** |
| 1. Is there good lighting in all rooms,  halls and on the access routes that members of your group use? |  |  |
| 2. Do people have to go up or down any stairs that could be slippery? |  |  |
| 3. Are electric sockets protected by  safety inserts? |  |  |
| 4. Is the mains electricity cupboard locked or inaccessible to your  group? |  |  |
| 5. Are the fire exits totally free from obstruction on both sides? Are the exits checked regularly and recorded? |  |  |
| 1. Do the fire exits open readily?
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| 7. Are fire exit signs displayed? |  |  |
| 8. Are there fire extinguishers present? Are these free from any obstructions? |  |  |
| 9. Have extinguishers been serviced in the last year and are key staff trained how to use them? |  |  |
| 10. Is there a fire alarm and an  evacuation procedure? Where is the assembly point? |  |  |
| 11. Have you practised the fire drill with children, young people and  leaders? When was this last done? |  |  |
| 12. Are chairs and tables, etc.  stacked / stored safely? |  |  |
| 13. Can you go into a store room  without material falling on you? |  |  |
| 14. Is all other equipment (including that used by others) stored and  stacked safely? |  |  |
| 15. Is there access to a loft or other unsuitable space or cupboard? |  |  |
| 16. Can a gas or electricity supply be interfered with? |  |  |
| 17. Does the kitchen store any sharp tools? Can a cooker or other equipment be interfered with? |  |  |
| 18. Is the kitchen a suitable and  clean, place for preparing food or  having a tuck shop? |  |  |
| 19. Can your group touch or interfere with the heating source/system? |  |  |
| 20. Are cleaning, gardening and  maintenance chemicals locked away? |  |  |
| 21. Are there notices and signs indicating hazardous situations, e.g. electrics, low head room, etc? |  |  |
| 22. Are there trailing wires and cables  etc., or any other trip hazards? |  |  |

**General Arrangements**

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| **Situation** | **Observations** | **Actions taken** |
| 1. Do instructors for your Company or age group programme have appropriate qualifications? |  |  |
| 2. What arrangements are there for  First Aid treatment? |  |  |
| 3. Are any accidents recorded in the Accident Book? |  |  |
| 4. Is your Brigade insurance  certificate displayed? |  |  |
| 5. Do you ensure that younger children do not leave the premises unless in the care of an appropriate adult? |  |  |
| 6. Do you have a register of all the children, young people and leaders present at every meeting? |  |  |
| 8. Do you have Joining/Information  Form details with you at all  meetings? |  |  |
| 9. Are children or young people  asked to help move or carry items  that could be too heavy for them? |  |  |
| 10. Are you satisfied with the leaders  to children/young people ratio? |  |  |

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| **Action Items to be passed on to meeting space owners:** |

Name of person undertaking the assessment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_